



## Puritan Reformed THEOLOGICAL SEMINARY

### Open Position | Multimedia Producer

Are you passionate about creating stunning visual and audio content? Do you have a heart for biblical, Reformed, experiential, and practical theological education? Do you have a keen eye for detail and a knack for storytelling? We are seeking a talented Multimedia Producer to join our creative team. In this role, you will collaborate with our communication and project teams to bring innovative ideas to life, ensuring high-quality production standards and engaging content.

#### Job Description:

As Multimedia Producer, you play a crucial role in the production process, from concept development to final delivery. You will be responsible for supporting video and audio production, including filming, editing, and post-production tasks. Your creativity and technical expertise will help us produce engaging content that captivates our audience.

#### Primary Responsibilities:

1. **Video Production:**
  - Assist in planning and executing video and photo shoots, including setting up equipment, lighting, and sound.
  - Operate audiovisual recording equipment to capture high-quality footage.
2. **Audio Production:**
  - Record, edit, and mix audio for various multimedia projects, ensuring clear and professional sound quality.
  - Add sound effects, music, and voiceovers to enhance the overall production.
3. **Editing:**
  - Edit video and audio content using industry-standard software (e.g., Adobe Premiere Pro, Final Cut Pro).
  - Collaborate with the team to create seamless and visually appealing final products.
4. **Content Creation:**
  - Assist in brainstorming and developing creative concepts for multimedia projects.
  - Collaborate with writers, directors, and other team members to ensure cohesive storytelling.
5. **Quality Control and Publication:**
  - Review and revise content to ensure it meets the highest quality standards.
  - Address feedback from senior producers and clients to make necessary adjustments.
  - Securely manage files and archive in an organized manner.
  - Publish content across a variety of platforms (prts.edu, YouTube, learning management system, SermonAudio).

#### Qualifications:

- Proficiency in video and audio equipment and editing software.
- Strong understanding of multimedia production processes.
- Demonstrated competence and accomplishments (portfolio of work).
- Excellent organizational and communication skills.
- Ability to work collaboratively in a fast-paced environment.
- Creative mindset with attention to detail.

Applications with references can be sent by email to [jobs@prts.edu](mailto:jobs@prts.edu).